



## Townsend Council Meeting Minutes January 7, 2015

### 7:30 pm – Council Meeting

- I. **Call to Order:** 7:31 pm
- II. **Opening Ceremonies**
  - Roll Call: Mayor Jermaine Hatton, CM John Ness, CW Lorraine Gorman, CM Rudy Sutton, CW Cindy Cook, TA Fred Townsend, TE Owen Hyne, TM Dawson Green, FO Azure DeShields, TC Cathy Beaver
  - Pledge of Allegiance: Pledge was said
  - Recognition of Visitors: 5
  - Announcements: Town Hall closed January 19, 2015 for Martin Luther King Day
- III. **Additions/Deletions to Published Agenda:**
  - CM Ness motioned, CM Sutton seconded with unanimous vote to accept the agenda as written.
- IV. **Council Minutes** (copies on back table )
  - November 19, 2014 Mid-Month minutes approved 12/17/14
  - December 3, 2014 Council minutes approved 12/17/14
- V. **Mayors Report**
  - Mayor Hatton stated he will be attending the Fireman's Banquet on Saturday, January 10<sup>th</sup>. Attended last year, didn't know what I would be getting into but had a great time. Looking forward to it.
  - Mayor Hatton said he is sure residents have noticed the progress going on at 141 Main Street. It will be discussed later in the meeting. We are steadily moving forward.
- VI. **Reports**
  - State Police: Lt. Tom Paskevicius – apologized for not attending, prior commitment.
  - Representative Jeff Spiegelman
    - Will be sworn in next week.
    - Rep. Spiegelman said he sent a personal invitation to Rep. Quinn Johnson and Senator Bethany Hall-Long to see if they want to be co-sponsors on our charter bill. We can fast track it with them as co-sponsors. Would like to see if we can get it to committee by the last week of January; understand there is a time crunch issue trying to get this approved before April. I will let Senator Ennis and the leadership in the house to see if we can get it done before then. Don't foresee a problem, just need to get it to committee before the last week of January or we have to wait until break is over halfway through March.
    - Mayor Hatton asked if the Governor's team has looked at it yet, that is where we had the issues last time.
    - Rep S. said yes. When TA Townsend sent him the bill, our attorneys went through it and matched it up with any concerns the Governor's office had last year and all issues have been addressed. Again, don't foresee any problems. Usually political games are not played with charters.
    - Mayor Hatton asked if Rep S. is aware of any bills coming out that may affect Townsend.
    - Rep S. said the only bill that could indirectly affect Townsend is a bill he is sponsoring. It will say any regulation set forth will have to include a cost analysis. It could indirectly affect Townsend with new businesses or new state or DelDot laws.
    - Mayor Hatton asked about the union bill that was set aside last year and may come back this year.

- Rep S. said we will see. There will be a couple bills set aside last year that will possibly come back up.
- Townsend Fire Department: Keith Shoemaker
  - Apologized for the low heat in the room. They found the contractor who installed the new heating system didn't hook many things up and are working on fixing it now.
  - The Ladies Auxiliary is having a Quarter Auction on February 6, 2015. Doors open at 5:30 pm, auction starts at 7:00 pm. Fills up fast, they are a lot fun with nice prizes.
  - Spring Fling 2015 tickets are on sale.
- Town Attorney Fred Townsend III:
  - Rep S. mentioned the charter and I'll be working with his office to move it along.
  - Nothing else to report, it has been quiet.
- Town Engineer Owen Hyne:
  - TV II developer asked for relief from the bond requirements which we are reviewing.
  - TM Green and TE Hyne met with NCC Conservation District and reviewed the requirements for 141 Main Street. Put together a simple erosion and sediment plan for the tree and root removal.
  - Working on plans for 141 Main Street.
- Town Manager Dawson Green: nothing to report.

## **VII. Committee Reports**

- Finance: Chair – Jermaine Hatton
  - Finance Report – total assets \$4,181,855.33, total liabilities \$212,839.77. Most important, we are solidly in the black. We aren't running on a deficit in any of our accounts.
  - In November the Town was hit with a fee from PNC in relation to the current audit. Talked to PNC to find out why we had this fee of \$70.00. It was due to them having to compile information for the audit. We discussed this to ensure it doesn't happen again due to our assets in the bank.
  - Audit is still going on, hope to be done soon.
- Public Works: Chair – CM Rudy Sutton
  - Discussion/Possible vote on proposal to remove barn and sheds at 141 Main Street
  - CM Sutton said all of council have 3 estimates in their folders for the demolition at 141 Main Street.
  - CM Sutton motioned to award B&W Contractors the job for the demolition of the barn and concrete pillars for \$3,200.00 per their bid. CW Gorman seconded the motion.
  - CM Ness asked if there is a concern about the huge difference in the price of the bids.
  - CM Sutton said he doesn't believe so. We are bidding demo, if it was construction I would question it.
  - CM Ness reminded Council the neighbor has concerns about the demo and we need to ensure everything falls on our property and not theirs.
  - Mayor Hatton stated he talked to Ms. Huff today about getting her a copy of the fence waiver they signed. I gave her a heads up that the demolition would probably be done in the next couple weeks and she was fine. We had a very nice conversation. Ms. Huff told me they plan on taking the fence down and putting a new one up on their property in the spring.
  - Vote on the motion – unanimous to award B&W Contractors the job of demolition.
  - CM Sutton said since the Town is trying to maintain the original character of the property, he would like to save/salvage the concrete pillars to possibly construct a trellis with benches under it on the property at a later date.
  - TM Green asked where they would be stored and who is going to move them.
  - CM Sutton stated there is room at the back of the property to store them and the machinery the contractor will be using can move them.
  - CW Gorman and CW Cook thought this was a good idea.

- CM Sutton asked Council's permission to have Dave, the Town inspector walk through the house with him. He has noticed a few issues that he would rather address now rather than when the plans are drawn up and they would require revisions. Pretty sure there will be issues that come up that will require revisions, but would like these issues addressed before TE Hyne finalizes the plans.
- Some of the issues are: head room going up the stairs, believe we will have to reconstruct the opening and possibly move the stairs going up the third floor. That set of stairs will probably have to be moved to the other side of the house to get the proper head room. These kinds of issues can get expensive.
- Also, all the door sizes will have to be widened to meet today's code. At first I thought some of it could be grandfathered in but it can't be because we are changing the use of the space.
- CW Gorman suggested taking before and after pictures as part of the history of the Town Hall.
- Mayor Hatton said there is a photographer that has offered to take pictures. Am waiting for her to get back to me. She takes many historical pictures.
- CM Sutton said he and TE Hyne met Tuesday morning and went over the project. TE Hyne mentioned a few things that could come up, like having to add curb ramps to Ginn Street across the street from the property.
- TE Hyne said it will be up to DelDot. They may decide we have to put curbs and ramps across the street.
- CM Sutton believes they will require this.
- CM Sutton stated someone mentioned a flagpole on the property. It would look good at the front of the property with lights and the Town Hall sign will be by it too.
- Land Use & Development: Chair – Jermaine Hatton
  - The ordinance to approve the annexation of the NCC parcel at 141 Main Street will be introduced at the 1/21/15 mid-month meeting. The public hearing and approval of the ordinance will be done at the 2/4/15 Council meeting.
  - Spoke to the gentleman who is purchasing the 3 lots on Caldwell Corner Road from the Mannering's. One lot is in Town and the other two lots are in New Castle County. He has expressed interest in annexing the two parcels into Town. We will start this annexation process at the 1/21/15 mid-month meeting.
  - Still waiting to hear back from NCC regarding our sewer allocation.
- Public Safety: Chair – CM John Ness – nothing to report
- Community Relations: Chair – CW Cindy Cook
  - CW Cook thanked CW Gorman for her help with the New Year ad in the Transcript. Next year we will initiate the process sooner.
  - Newsletter
    - I. As all agreed previously, we want to send 3 newsletters out a year and it is time for the newsletter again.
    - II. Would like all of Council to submit articles on their committees for the newsletter by January 26, 2015. Mayor also needs to do his "Letter from the Mayor" by that date; this is an integral part of the newsletter. Also encourage Council to put other articles outside their committee's in the newsletter. If any Town residents would like to put something in the newsletter, please submit it via email. All articles need to be emailed to myself and cc Cathy and CW Gorman. The Town residents seem to like the newsletter.
    - III. Would like to get the newsletter out by February.
    - IV. Rep S. will have an article in the newsletter also.
    - V. CW Cook is going to contact Senator Ennis to see if he wants to put something in the newsletter.
- The Granville "Bud" Higgins Volunteer of the Year Award
  - I. In November Council discussed opening up nominations for this award to the residents of Townsend. I'm currently putting a form together that residents can pick

up at Town Hall to submit their nominations. Elections are in May and Council can potentially change every year. I'd like to have all nominations reviewed and someone chosen to receive the award by Council before elections in May and the recipient will get their award and be announced at the Town Fair in September. Feel it is important for current Council to choose someone to receive the award.

II. CW Gorman clarified the volunteer of the year nominee has to be a resident of incorporated Townsend and do volunteer work for/in Townsend.

III. CW Cook agreed and feels there are a lot of volunteers in Townsend that we don't see or are aware of.

- Parks & Recreation: Chair – CW Lorraine Gorman

- Mayor Hatton asked if the name of the Townsend Fair and Parade could be changed.
- CW Gorman stated it was discussed last year and everyone decided to keep it as is.
- CW Gorman and CW Cook stated we could run a contest on facebook for a new name.
- CW Gorman said she donated one of the ice cream cake coupons to the Neighborhood House in Middletown. We received a very nice thank you letter from them for the coupon.
- CW Gorman said this is a great organization, if you have anything to donate, call them and they will pass it on to someone in need.

- Status of electrical work at park

- I. Work has been completed except the dedicated switch. Should be done soon, almost there.
- II. Starting to call people to line up activities for the summer.
- III. Talked to the "School of Rock", a music studio in Wilmington. The students form bands and perform in front of live audiences free of charge. It will be a 2-3 hour concert.
- IV. The MOT Linedancers are willing to give line dancing lessons also.
- V. Looking for things that won't cost people money, they can bring their own lunch/snacks.
- VI. Welcome any suggestions.
- VII. Heard back from our insurance company and these type of events are covered under our policy at no extra charge.

- Christmas caroling in the park

- I. Turned out really well, about 50 people came. Took less than an hour and was a lot of fun.
- II. Thanked Delores for the wonderful article, pictures and video of the caroling in the Transcript.
- III. Mayor Hatton said he was a little apprehensive at first but the caroling was really fun and thanked CW Gorman for organizing the event. Hopefully we will have 100 people next year.

#### **VIII. Citizens Comments & Participation**

- Mayor Hatton reminded Council the DLLG dinner/meeting is 1/22/15. He asked all to attend; there will be a lot going on at the meeting. He also let Council know he has been nominated to serve as vice-president of the board. Would like all to be there to show a united front.

#### **IX. Adjournment:** 8:20 pm, CW Gorman motioned, CM Sutton seconded with unanimous vote to adjourn.

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